

**CIA INTERNAL USE ONLY**

OGC 9-0246a

15 April 1959

**MEMORANDUM FOR: Acting Deputy Director (Support)**

**SUBJECT: Program for Greater Efficiency in CIA**

**REFERENCE: Memo for GC fr DD/S, dtd 6 Feb 59,  
same subject**

1. This memorandum is for information only.
2. The referenced memorandum requested a progress report on 15 April 1959:

a. The Office of General Counsel is currently at its approved ceiling of 20 positions. With regard to the legislative function, it is expected that there will be an increased workload from now until after the end of the current session of Congress. The legal staff has supported the legislative function by analyzing and commenting on various bills which have been farmed out to individual lawyers. To handle the expected larger burden, we feel it would be more efficient to take one lawyer off purely legal work and have him concentrate on support to the legislative function by analyzing and commenting on bills and related activities. Since we do not expect this to be a full-time assignment, the remainder of his time will be devoted to assistance in the writing of our legal history and literature in order to speed up its completion.

**CIA INTERNAL USE ONLY**

b. Due to the Deputy General Counsel's assumption of the legislative function, he has less time to devote to the supervision and coordination of legal affairs. Therefore, the next senior lawyer has been assigned the general responsibility for supervising the legal activities in the East Building Office and coordinating the East Building work with that of the Curie Hall Office.

c. Another area where the burden of legal problems is increasing is in connection with Logistics. Since there is some slackening of the over-all legal burden in the Curie Hall Office, one lawyer there will assist, at least on a part-time basis, the lawyer regularly assigned to advise the Office of Logistics.

**S/ Lawrence R. Houston**

**LAWRENCE R. HOUSTON**  
**General Counsel**

OGC:LRH:jeb

OGC chrono-no circ

subject-Manpower-CIA (File maintained in LRHouston's Office)

**SECRET**

05c 9-0246 25X1A

6 FEB 1959

MEMORANDUM FOR: General Counsel

SUBJECT : Program for Greater Efficiency in CIA

REFERENCES : (a) Memo dtd 28 Jan 59 to DD/I, DD/P, DD/S, and  
DD/C fr DCI, same subject  
(b) Memo dtd 5 Feb 59 to GC fr DD/S, subj: "Personnel  
Ceiling Objectives, General Counsel, FY 1959  
and FY 1960"

1. This memorandum amplifies Reference (a) and outlines procedures for compliance with it in the DD/S Area.

2. I consider that the exercise which we have carried on together since mid-December complies with paragraphs 1. a., b., and c. of Reference (a) insofar as any personal survey by the Deputy Director (Support) is concerned.

3. You have been advised by a separate memorandum (Reference (b)) of the manpower objectives to be attained during Fiscal Years 1959 and 1960. I do not believe that any organizational changes of the over-all DD/S structure are in order at this time. Of course it is possible that such changes may be suggested as the other Deputy Directors and the Task Force proceed with their separate exercises. However, you should continue to study your own Office exhaustively in order to insure that the provisions of Reference (a) are fully carried out. For the present, this should be confined to your own Office and not be projected into procedures, etc., of components not under your jurisdiction. You should, however, bring to [ ] attention any problem which you feel should be explored and which involves a component outside of your jurisdiction. [ ] will then seek guidance from the Task Force as to how it should be handled.

25X1A

4. Insofar as paragraph 1. d. of Reference (a) is concerned, Heads of Career Services will pursue vigorously the identification and indicated action with respect to all individuals in their respective Career Services.

**SECRET**

**SECRET**

25X1A

5. As you proceed with this exercise you should maintain close liaison with [ ] who will represent me in these matters and whose duties as a member of the Task Force take priority over other requirements on his time.

6. It is requested that you submit a brief progress report to me on 15 April 1959.



25X1A

L. K. White  
Deputy Director  
(Support)

cc: IG  
SPA-DD/S  
Mr. [ ]

25X1A

**SECRET**

JAN 1959

**MEMORANDUM FOR: General Counsel****SUBJECT : Program for Greater Efficiency in CIA****REFERENCES : (a) Memo dtd 28 Jan 59 to DD/L, DD/P, DD/S, and  
DD/C fr DCI, same subject  
(b) Memo dtd 5 Feb 59 to GC fr DD/S, subj: "Personnel  
Ceiling Objectives, General Counsel, FY 1959  
and FY 1960 "**

1. This memorandum amplifies Reference (a) and outlines procedures for compliance with it in the DD/S Area.

2. I consider that the exercise which we have carried on together since mid-December complies with paragraphs 1. a., b., and c. of Reference (a) insofar as any personal survey by the Deputy Director (Support) is concerned.

3. You have been advised by a separate memorandum (Reference (b)) of the manpower objectives to be attained during Fiscal Years 1959 and 1960. I do not believe that any organizational changes of the over-all DD/S structure are in order at this time. Of course it is possible that such changes may be suggested as the other Deputy Directors and the Task Force proceed with their separate exercises. However, you should continue to study your own Office exhaustively in order to insure that the provisions of Reference (a) are fully carried out. For the present, this should be confined to your own Office and not be projected into procedures, etc., of components not under your jurisdiction. You should, however, bring to [ ] attention any problem which you feel should be explored and which involves a component outside of your jurisdiction. [ ] will then seek guidance from the Task Force as to how it should be handled.

4. Insofar as paragraph 1. d. of Reference (a) is concerned, Heads of Career Services will pursue vigorously the identification and indicated action with respect to all individuals in their respective Career Services.

25X1A

25X1A

25X1A 5. As you proceed with this exercise you should maintain close liaison with [ ] who will represent me in these matters and whose duties as a member of the Task Force take priority over other requirements on his time.

6. It is requested that you submit a brief progress report to me on 15 April 1959.

15/  
L. K. White  
Deputy Director  
(Support)

cc: IG  
SPA-DO/S  
[ ]